Resume and Cover Letter FAQ

Applicants who opt to provide a resume and/or cover letter should review this important information.

May I skip over the education, work history, training, license and certificate pages on the online employment application if I am submitting a resume?

Applicants must complete all pages of the online application. The application must contain your work experience, education, training, licenses, and certifications you have earned. This information is used to determine if you meet the minimum qualifications of a particular job. <u>Please note, submission of a resume/cover letter ONLY will not substitute for completion of the online application pages and you may not be considered for jobs as a result.</u>

What is the difference between attaching a resume file and pasting resume text?

You may only attach <u>one</u> document to your application. Therefore, we suggest that you combine your cover letter and resume (and any other text within that single file) into one Microsoft Word or PDF document (Word Perfect is not compatible with our system). If you choose to attach a resume/cover letter, you must do this <u>every time</u> you apply for a position or update your application.

If you paste a resume within your application, it will be saved as part of your application and will be forwarded on every job you apply for. Therefore, it is not advisable to customize your resume for each job you apply for.

If you have an existing resume you can include it here by selecting one of the following options. Valid file extensions for attaching a resume are ".doc", ".html", ".htm", ".txt", ".rtf" and ".pdf".

◉ Attach Resume/Cover Letter File

◯ Paste Resume/Cover Letter Text

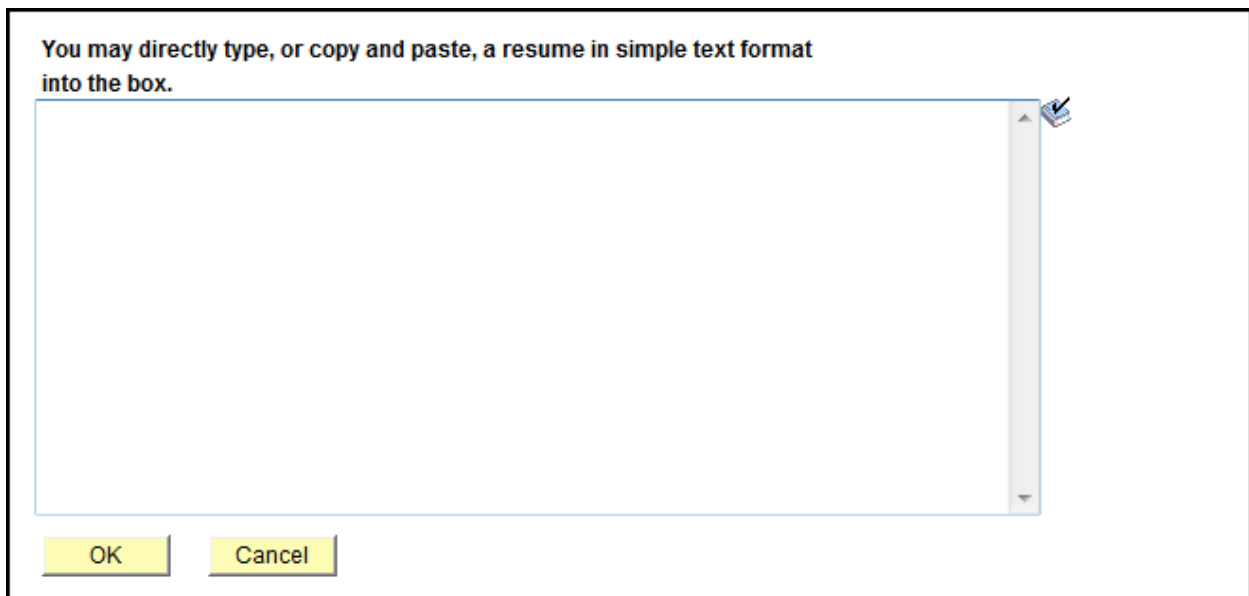◯ I am not providing a Resume/Cover Letter

Next

How can I copy and paste my resume or other information into my online application?

You may copy and paste a resume or other text from Word or any other Windows based word processor by following the instructions below.

1. Open the resume or document that you wish to copy to your application.
2. a. To copy and paste your entire document point to "Edit – Select All".
   b. To copy and paste one section of your document at a time:
   - block the text you want to copy by moving the pointer to the top left corner of the text.
   - left click and hold.
   - drag down to the bottom right of the text and release.
3. Go to "Edit – Copy".
4. Toggle back to the Online Application.
5. Right click inside the appropriate text box in the application.
6. Select "Paste" from the right click menu.

You may directly type, or copy and paste, a resume in simple text format into the box.

OK   Cancel

What if I am submitting more than one cover letter?

You should submit only one cover letter/resume per day. The system does not have the capability to distinguish between cover letters and individual jobs you apply to. You should include your cover letter and resume as one document if you opt to attach the information (see above).